



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

SEPTEMBER 2016

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## Performance Measures

### Police Calls and Service Times

NOTE: Calls for Service for the months of June-September listed here, separate all Frequent checks from the cfs, accounting for 1738 frequent checks. CFS totals can be skewed with the inclusion of the FC's which were required to be documented these months in CAD

Month	2013	2014	2015	2016		Average Emergency Response Time		PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673		2:11 Minutes		9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585		1:57 Minutes		7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884		1:35 Minutes		17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925		1:12 Minutes		19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089		2:03 Minutes		22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 +630 fc		1:44 Minutes		18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 +495 fc		1:30 Minutes		29 = 1:18	7 = 2:06	14 = 1:07
August	2995	3280	3064	2824 +209 fc		2:11 Minutes		12 = 2:00	14 = 2:21	20 = 2:14
September	3342	3129	2892	2689 +404 fc		2:40 minutes		12 = 2:00	14 = 2:22	20 = 2:11
October	3269	3158	2805							
November	3472	2763	2871							
December	2670	2551	2512							
Totals	36252	36252	33,755	23,021						
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	94.3 cfs						

### Crime

#### September

Crime	Hom	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg- Com	Larc	MV	Total
Sept. 16	2	0	0	7	16	14	2	55	3	99

Sept. 15	0	2	6	1	6	11	3	67	2	98
Dif +/-	0.0%	-100.0 %	-100.0 %	600.0%	166.7 %	27.3%	-33.3 %	-17.9 %	50.0%	1.0%
			Month	Total				Month	Total	
Violent Crime Diff +/-			25/15	66.67%	Property Crime Diff +/-			74/83	-10.84 %	
YTD 16	9	16	23	23	121	129	18	503	25	864
YTD 15	1	7	31	15	76	116	32	578	35	893
YTD%	800.00 %	128.57 %	-25.80 %	53.33 %	59.21 %	11.20 %	-43.75 %	-12.97 %	-28.57 %	-3.25 %
YTD	Violent Crime YTD (Diff # / %)			192/ 130	47.68 %	Property Crime YTD (Diff # / %)			675/ 761	-11.3 %

### Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.08 miles

### Diversion Rate of Solid Waste from Disposal at a Landfill

- September diversion rate – 40.6%
- 12-month (October 2015 – September 2016) diversion rate – 41.6%

### Water Quality Testing Results

- There were no water quality issues with the September 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

### Permits

- **Annapolis Harbormaster’s Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. No inspections since January 2016. Still waiting on U.L. certification of equipment.

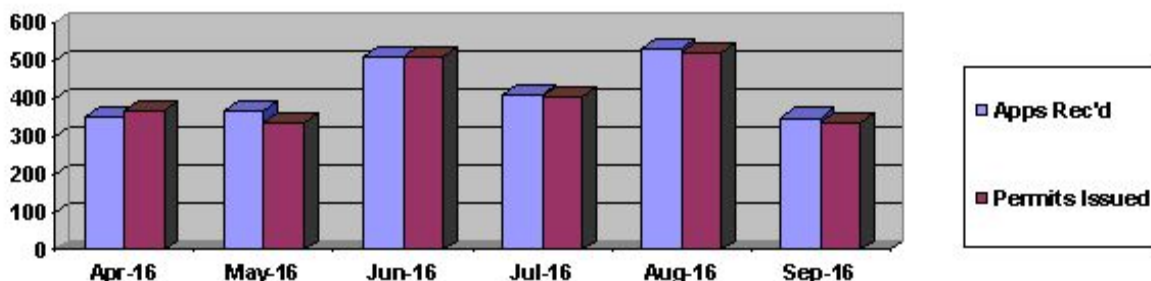
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage.
- **Annapolis Yacht Club (2 Compromise St #DEM15-0043)** Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- **Annapolis Yacht Club (12 Dock Street – #BLD16-0026)** Replace kitchen equipment - Permit issued 4/20/2016. Dumpster has been removed, passed progress inspection 9/12/16.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list. Site inspected 10/05/16, found further plumbing work needed under the building.
- **Chick-Fil-A (2025 Somerville Road #GRD15-0037)** Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.
- **Chick-Fil-A (2025 Somerville Road #BLD15-0486)** Permit issued 2/23/16 for new Chick Fil-A Restaurant. Job is progressing. Building final passed 9/21/16.
- **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. The plumbing inspector reported the general contractor has abandoned the project.
- **Criswell Audi (1833 West Street #GRD15-0011)** Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- **Criswell Audi (1833 West Street #BLD15-0204)** Permit issued 10/2/15 for new commercial building. Job finalized 8/19/16.

- **Eastport Elementary School (420 Fifth Street #GRD15-0015)** Grading permit issued 9/3/15 for addition.
- **Eastport Elementary School (420 Fifth Street #BLD15-0196)** Permit issued 9/3/15 for Kindergarten addition. Job finalized 8/17/16.
- **Eastport Fire Dept. (914 Bay Ridge Avenue-BLD16-0294)** Permit issued 7/1/2016 for interior alterations to meeting room, etc.
- **Elevate Life Wellness Center (1730 West Street, #104/105-BLD16-0359)** Permit issued 7/29/16 for tenant fit-out. Ceiling close in passed 10/6/16
- **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. No work started to date.
- **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** Grading permit issued 9/11/15 for addition.
- **Georgetown East Elementary School (111 Dogwood Road #BLD14-0783)** Permit issued 9/11/15 for Kindergarten addition. Job finalized 8/17/16.
- **Georgetown East Elementary School (111 Dogwood Road #BLD15-0602)** Permit issued 12/02/15 for renovations to Administrative Offices. Job finalized 8/17/16.
- **Kagan Law Group (238 West Street– #BLD16-0316)** Permit issued 8/2/2016 for tenant fit-out. Revisions to front façade approved.
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Ceiling close in passed 9/19/16.
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant .
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Footing inspection passed 9/22/16.
- **Mi Lindo Cancun (2134 Forest Drive–BLD16-0193)** Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Framing inspection passed 9/1/16.
- **Mission Barbecue (142 Dock Street #BLD15-0816)** Passed final inspection and received U&O.
- **New Leaf Message (56 Maryland Avenue – BLD16-0310)** Permit issued 7/7/16 for tenant fit-out. Partial framing inspection passed 8/2/16
- **Osteria (177 Main Street #BLD12-0932)** Grease interceptor has been installed and contractors replacing the sidewalk.

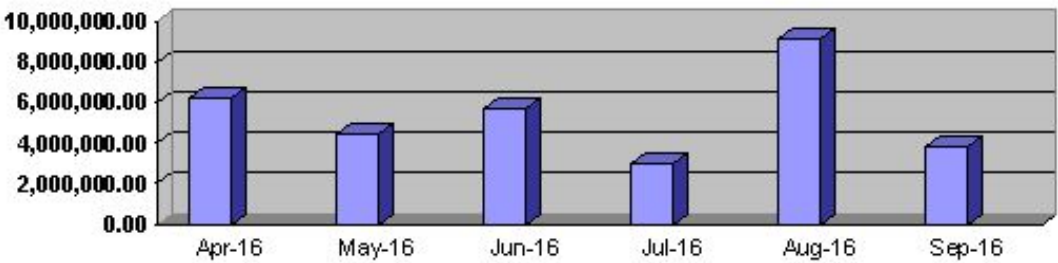
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- **Sailor Oyster Bar (196 West Street #BLD15-0744)** – Permit issued 01/13/16 for new restaurant. Job finalized 8/10/16. U&O issued.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work.
- **TenTen Ramen (137 Prince George Street – BLD16-0303)** Permit issued 7/20/16 for new restaurant. U&O issued 9/30/16.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **3 Sisters Boutique (170 Main Street – BLD16-0272)** Permit issued 7/1/16 for tenant fit-out . Framing and insulation inspections passed 8/18/16.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.
- **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** – Entire building repairs due to fire damage. Permit issued 4/29/2016. Passed a partial framing inspection 9/9/16 work is progressing.
- **West Annapolis Elementary School (210 Annapolis Street #GRD14-0016)** Permit issued 12/12/14 for grading for addition. Permit finalized 8/9/16.
- **Wings of Fancy Day Spa (93 Main Street – BLD16-0288)** Permit issued 7/21/16 for tenant fit-out. Framing inspection passed 10/4/16.
- **400 & 406 Chesapeake Ave (#DEM15-0028)** Permit issued 3/18/16. Permit finalized 8/29/16.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspections being done.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Job is progressing.
- **508 Chinquapin Round Road (#DEM16-0018)** Permit issued 8/1/16 to demolish building (Formerly Pit Boys site). Final inspection passed 9/16/16.

- **110 Compromise Street** (Old Fawcett's Building- **#DEM16-0028**) Permit issued for interior demolition.
- **110 Compromise Street** (Formerly Fawcett's - **#BLD16-0289**) Permit issued 8/30/16 for renovation and addition. No tenant yet.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Inspections are progressing.
- **1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007)** Permit issued 3/18/16 to demolish existing building.
- **1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023)** Grading permit issued 3/18/16 to remove unusable fill. Progress inspections being done.
- **15 West Street (#BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Shaft wall inspection passed 6/6/16.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Job is progressing.
- **505 Oaklawn Avenue (#GRD13-0019)** Permit issued for 3/13/14 for grading associated with subdivision. Permit finalized 8/4/16.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

348 permit applications were received.  
333 permits were issued.

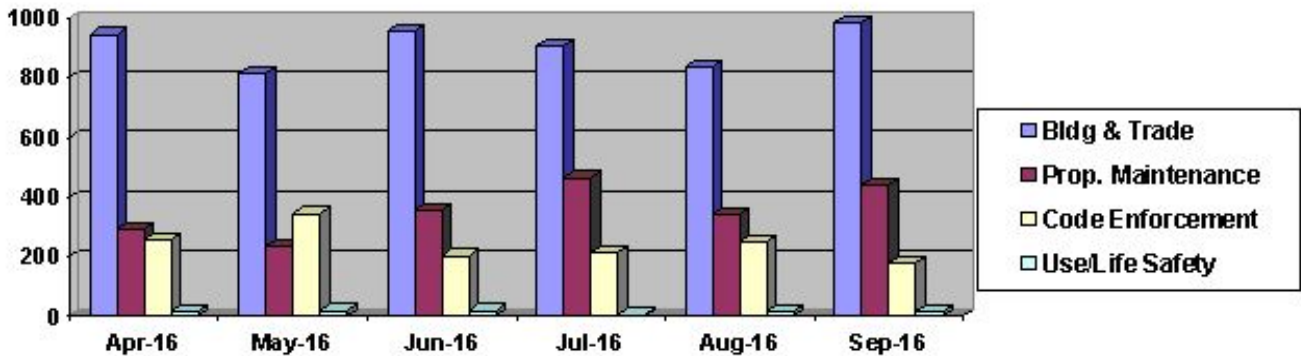


**Value of Private Construction - \$3,841.661.61**

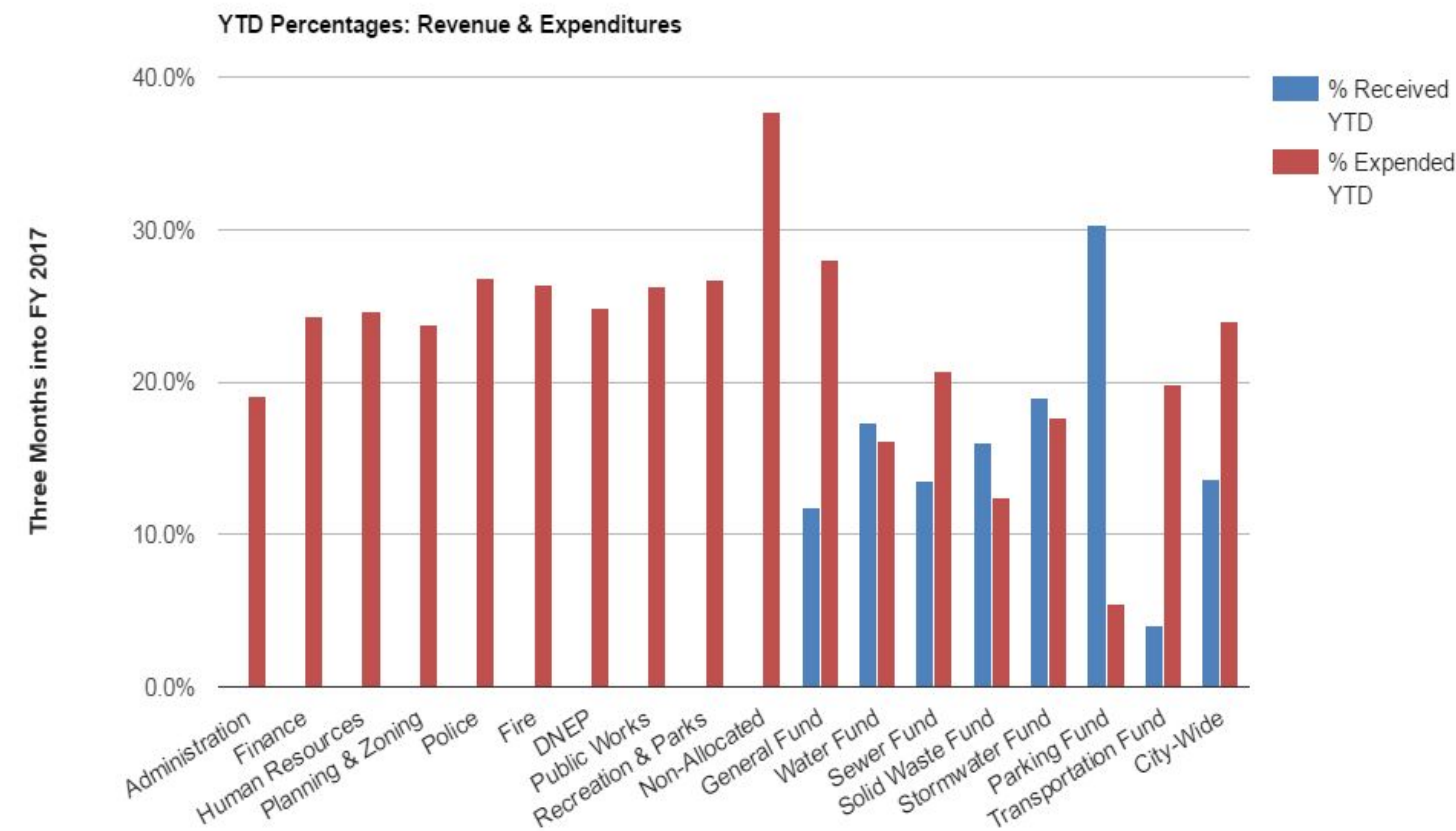


**Private Construction Inspection Performed**

987 Building and Trade Inspections  
176 Code Enforcement Inspections  
17 Use/Life Safety Inspections  
440 Property Maintenance (Also, Historic Inns Of Annapolis - 124 Units; Westin Hotel – 225;  
1000 Madison St Apts - 32 Units; Bates Senior Apts. – 71)



# Budget Status



# Central Purchasing

## Current Procurements

### RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Award on hold.

### RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Contract in process.

**RFP 16-20 – Truxtun Park Pool Management and Operation Services**

- 1 proposal received. Review in progress.

**RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Awarded to L & R Floors. Contract in process

**IFB 17-04 – Emergency Generator Maintenance Services**

- Awarded to Greentech Fuel Management. Contract in process.

**IFB 17-05 – Chesapeake Avenue Water Main Replacement**

- Bids due 11/15. Addendum 2 released. Pre-bid #2 scheduled for 10/18.

**RFP 17-09 – Investment Consulting Services**

- 15 Proposals received. Review in progress.

**RFP 17-10 – Mosaic Tile Art Mural**

- Proposals due 11/10. Pre-proposal meeting 10/18.

**RFP 17-12 – Forest Drive Sector Study**

- Proposals due 11/9.

**RFP 17-14 Stormwater and Flood Mitigation Design**

- Proposals due 11/10. Pre-proposal meeting 10/14.

**Completed Procurements**

**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design scheduled for 6 months (October).

**RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Lease approved. Project scheduled for Spring 2017 completion.

**RFP 15-22 – APD Firing Range Ventilation System**

- Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.

**RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study scheduled for December 2016 completion.

**RFP 16-06 – Energy Performance Contracting**

- Awarded to Honeywell International. Energy audit scheduled for October 2016 completion.

**RFP 16-16 – Design Services – PMRC Ball Field Renovations**

- Awarded to First Capital Engineering. Project scheduled for September 2016 completion.

**RFP 16-21 – Working Waterfront Awareness Program**

- Awarded to Vitalink. Project to be completed by February 2017.

**IFB 16-23 – Admiral Farragut Water Tank Painting**

- Awarded to Manolis Painting, Inc. Project scheduled for October 2016 completion.

**Pending Procurements****IFB 16-24 – Admiral Farragut Stream Restoration**

- Draft in progress. Anticipated release TBD.

**RFQ 17-07 – Stormwater Management Program**

- Draft in progress. Anticipated release TBD.

**IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

**RFP 17-13 – Actuarial Services – Pension and OPEB**

- Draft in progress. Anticipated release TBD.

**Capital Projects**

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**Pump Station Replacement/Rehabilitation**

Second St. PS Wetwell Rehab – The new interior door into the wetwell has been ordered and is expected to be installed in late October. A cost proposal is being obtained for replacing an exterior door and the adjacent windows.

**Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – Point repairs are being made on several sewer lines ahead of the cured-in-place pipe (CIPP) lining work. The locating of a buried City manhole on USNA property is anticipated in October once the surrounding utilities have been located and marked. The CIPP rehabilitation work will begin in early October. USNA Flowmeter – USNA WTP data has been ruled out for primary use in USNA sewage flow measurement. Alternate sewage meters are under consideration. Buried Asset Evaluation – Final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the GIS/Model discrepancies are resolved. The software review is expected to be complete this month. We are awaiting the P&Z land use plan for finalization of the report. Water Meter Purchases (71003) – Review of large meter full or “guts” replacement is ongoing, as well as comprehensive radio read meter purchases and installation.

**Water Tank Rehabilitation**

The Farragut tank work is ongoing. Interior safety improvements are complete, as is setup of containment system. Additional items, including exterior door and interior platform installation, are being addressed.

### **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Project work and related activities completed this month include further commissioning preparation; aerators and metering pump concrete slabs; the pump room pumps were set and wired; chemical and filter building duct work; electric room work including setting transformers; miscellaneous painting and coatings; and 20" effluent piping.

### **City Dock Bulkhead Replacement, Phase 2**

Stormwater management design and construction remains. Potential location identified in Truxtun Park. RFP is being developed.

### **Landfill Gas Mitigation**

DPW has resumed negotiations with MDE on the Draft Agreement so that a clear course of action can be determined for the site mitigation. Sampling work continues for semi-annual monitoring events.

### **Stormwater Management Retrofit**

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts were reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

### **Stormwater Management – Flood Risk Mitigation**

The Army Corps of Engineers (USACE) completed data compilation, mapping and review of existing downtown stormwater system. USACE contracted with Gannett Fleming to perform stormwater system modeling, which will inform the stormwater system engineering design. The modeling is due to be completed by the end of the year. The final report from USACE will be completed by the end of February. DPW concurrently is preparing an RFP for the development of conceptual plans followed by detailed engineering design of the storm drain modifications.

### **City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation**

The HVAC systems for both the City offices and Council Chamber are complete. Waiting for a mounting bracket to install the cover for a fin-tube heater. Cummins Power commissioned the generator on October 3.

### **Maintenance Facilities**

60% design drawings were submitted for the City's review on September 23. The 60% cost estimate will be completed and sent to the City on October 14. Work associated with the temporary trailers is scheduled to start on October 3.

**Road Resurfacing**

The 2016 Resurfacing Program continued. Work associated with paving on Garden Gate Lane and Edelman Drive started.

**Main Street Reconstruction**

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

**Cornhill Street Sidewalks**

HPC approved the application, and preparation of the detailed construction drawings is underway.

**Wayfinding Sign Program**

HPC approved the application, and preparation of the detailed construction drawings is underway.

**Truxtun Park Ballfield Grading**

Resubmittal of the design was received on September 27. Review of the plans indicated that the Engineer still did not meet project design criteria. Defective Notice is being prepared.

**Personnel Update**

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**New Hires**

- Recreation and Parks
  - Harbormaster Office Associate
  - Recreation Temps - 3
- Police
  - Police Communications Operator I
  - Police Officer - 2
  - School Crossing Guard - 1
- Transportation
  - Bus Driver PT - 1

## Promotions/Internal Vacancies Filled

None

## Law Office Report

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### Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; new trial date pending
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386 (L17-15)	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs submitted; oral arguments heard; decision pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931 (L84-15)	DOT	Complaint and answer filed; discovery ongoing
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery ongoing
Erie Insurance/Mutschler v. COA	DOT	Settled for \$1,172 property damage. CLOSED.

A.A. District Court Case No. D-07-CV-15-003349 (L18-16)		
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery ongoing
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; memoranda pending
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580 (L25-16)	DOT	Complaint and Answer filed; trial pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; briefs/oral argument pending
Baywoods of Annapolis – PJR A.A. Circuit Court Case No. C-02-CV-16-001916 (L30-16)	P&Z	Appeal of a Board of Appeals ruling granting application for variances; briefs/oral argument pending
Ross v. COA Court of Appeals Case No. 0265, September Term, 2016 (L57-15)	PW	Court of Appeals dismissed Ross' Petition for Writ of Certiorari. CLOSED.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1-16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; Counter-claim pending.
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980 (L45-16)	DOT	Complaint and Answer filed; trial pending
<b>MCCR / EEOC Cases:</b>		
Thomas v. COA	APD	Claim filed; answer filed; fact-finding conference 1/28/16; MCCR decided in favor of City. CLOSED.
Spearman v. COA	APD	Claim and Answer filed
<b>Administrative Hearings:</b>		
Spriggs v. COA	PW	Hearing pending 9/19/16
<b>Workers' Compensation Appeals to Circuit Court:</b>		
Imhof v. COA	APD	At Claimant's request (and over City's objection), this case was remanded to the Maryland WCC for a decision as to whether or not the claimant actually sustained an occupational disease. The Court has remanded it and closed it. But, the WCC does not show receipt of this Order, as Claimant's counsel has not filed it.

COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total denied). Deposition of Richard Lilly (Claimant's expert) completed on 9/13/16; Deposition of Claimant completed on 09/23/16. Pretrial Settlement Conference set in Circuit Court for Anne Arundel County on 11/30/16 with trial date to be set at that time.
Martinez v. COA	APD	Appeal of WCC decision; Discovery ongoing; Court Ordered Mediation scheduled for 11/8/16; and pretrial settlement conference scheduled for 02/02/17, with trial date to be set at that time.
COA v. McCall	DOT	City filed an appeal of WCC findings; however, the Commission has granted the City's request for rehearing with a Commission hearing on 12/02/16. The Circuit Court appeal is proceeding simultaneously with discovery ongoing and is set for pretrial settlement conference on 03/30/17 with a trial date to be set at that time.
Terry, Jr. v. COA	AFD	Appeal of WCC decision; Deposition of the Claimant's expert (Richard Schwartz, M.D. completed on 9/28/16); mediation scheduled for 10/14/16 if matter is not settled at Pretrial Settlement Conference at Circuit Court on 10/12/16. Trial date will be set at pretrial settlement conference.
Murrell v. COA	AFD	City filed an appeal of the WCC finding that the Claimant sustained an occupational disease in the course and scope of employment which is not barred by the statute of limitations. Discovery is ongoing; awaiting scheduling Order
Kirchner v. COA	AFD	Jury trial on the issue as to whether or not the Claimant sustained an occupational disease in the course and scope of employment on September 29-30, 2016 (presumption case). After over an hour of deliberation, the jury affirmed the Commission's decision finding in favor the Claimant.
<b>Union Grievances:</b>		
Grievance – decision of personnel action by APD Chief	APD	Hearing pending
Grievance – failure to promote by APD Chief	APD	Hearing pending 9/23/16

## Adopted Legislation

### Legislation adopted on 9/26/16

**O-28-16 Annapolis Arts District, Inc. Lease Agreement for Stanton Center** - For the purpose of approving the lease for certain City-owned space in the Stanton Center to the Annapolis Arts District, Inc.; and matters generally relating to said lease.

**O-29-16 Alcoholic Beverages - Refillable Container License** - For the purpose of adding Class E to those classes of license holders currently authorized to sell draft beer in refillable containers.

**O-31-16 Annapolis Maritime Museum Lease Agreement for Ellen O. Moyer Nature Park at Back Creek-** For the purpose of approving the lease for certain City-owned property known as the Ellen O. Moyer Nature Park at Back Creek, Edgewood Road, Annapolis; and matters generally relating to said lease.

**R-25-16 Alcoholic Beverages - Refillable Container License Fees -** For the purpose of specifying the fees that will be charged for Class E license holders authorized to sell draft beer in refillable containers.

**R-27-16 Non-Profit Vendors During Fall Boat Shows -** For the purpose of authorizing sales by certain vendors in the City Dock area of the Historic District during the Fall 2016 U.S. Sailboat and Powerboat Shows.

**R-28-16 License for Peddlers, Hawkers, and Itinerant Merchants Not Required for Boat Show Leases from 2016 to 2019 -** For the purpose of establishing that a license for peddlers, hawkers, and itinerant merchants pursuant to Chapter 7.40 of the Annapolis City Code is not required from 2016 through 2019 for the United States Sailboat Show, Inc./United States Powerboat Show, Inc., and for Cruisers University, Inc. in association with leases signed with the City of Annapolis.

**O-19-16 Lease of City Property: Spring 2020 Boat Shows -** For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2020, to conduct boat shows.

**O-22-16 City of Annapolis Forest Conservation Act -** For the purpose of prohibiting certain development projects from cutting or clearing certain forests within the City of Annapolis (the "City") unless a forest stand delineation and a forest conservation plan associated with such projects are in effect.

**R-18-16 Forest Conservation Act Fees and Fines -** For the purpose of setting fees and fines associated with the City's Forest Conservation Act set forth in Chapter 21.71 of the City Code.

**O-26-16 Extending Hours in Parking Districts 3 and 4 -** For the purpose of extending the Special Residential Parking District hours on certain streets in President's Hill and Murray Hill to midnight, seven days a week.

#### **Alcoholic Beverage Control Board:**

##### **PUBLIC HEARING**

- **MI LINDO CANCUN-** New (for the purposes of continuing to October)

Application for a new alcoholic beverage license Class B-2, Beer, Wine & Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Gerardo Cruz-Magana for the premises known as, Mi Lindo Cancun, LLC T/A Mi Lindo Cancun, 2134 Forest Drive Street, Annapolis, MD 21401

- **MCGARVEY'S SALOON** – Transfer

Application for a transfer of an Alcoholic Beverage License Class B-4.x.a, Beer, Wine and Liquor, On sale, six a.m. to twelve midnight seven days per week (special Sunday license), In addition, off-sale Monday through Saturday during hours, In addition, sales as authorized from twelve midnight to two a.m. by Kevin W. Havens, Henry J. MacLaughlin Jr. and Christopher Sean Hannon for the premises known as McGarvey's

Saloon & Oyster Bar (Formerly Known as McGarvey's Saloon), 8 & 10 Market Space, Annapolis, Maryland 21401

## **BUSINESS AND MISCELLANEOUS**

- **ANNAPOLIS MARITIME MUSEUM** – Boatyard Beach Bash

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property for the Boatyard Beach Bash from 4:00 p.m. to 10:00 p.m. on Saturday September 17, 2016 at the Annapolis Maritime Museum 723 Second Street.

- **EASTPORT DEMOCRATIC CLUB** – Event open to the public #1

Request for a club event open to the public for the first annual Bartenders & Servers Re-Union on Sunday September 11, 2016 from 1:00 to 6:00 P.M.

- **EASTPORT DEMOCRATIC CLUB** – Event open to the public #2

Request for a club event open to the public with live music for the third annual Eastport Oktoberfest on Sunday September 24, 2016 from 10:00 A.M. to 8:00 P.M.

- **EASTPORT DEMOCRATIC CLUB** – Event open to the public #3

Request for a club event open to the public with live music for the Fundraiser for Steve Schrup "Battle against Cancer" on Saturday, September 10, 2016 from 2:00 P.M. to 6:00 P.M.

- **C.R.A.B.** – Annapolis Sailboat Show

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property for the Annapolis Sailboat Show from 11:00 a.m. to 7:00 p.m. on October 6, 7, 8, 9 & 10, 2016 at the Annapolis City Harbor.

- **WEST ANNAPOLIS BUSINESS AFFILIATION** – Oktoberfest, September 25, 2016

Request for Special Class C, One Day Liquor License, Beer Only, with live music by the West Annapolis Business Affiliation at Annapolis Street and Giddings avenue in West Annapolis for Oktoberfest on Saturday September 25, 2016 from 10:00 a.m. to 5:00 p.m.

- **ALZHEIMER'S ASSOCIATION** – 2016 Anne Arundel Walk to End Alzheimer's

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property for the 2016 Anne Arundel Walk to End Alzheimer's from 11:00 a.m. to 3:00 p.m. on Sunday October 23, 2016 at Susan Campbell Park.

- **FLEET RESERVE CLUB** – Event open to the public #1

Request for a club event open to the public with a beer truck for the Annapolis Boat Shows from Thursday October 6, 2016 to Sunday October 16, 2016 from 10:00 A.M. to 6:30 P.M.

- **FLAMANT – Extension**

Request for a 6 month extension for the issuance of their license to April 1, 2017

- **ANNAPOLIS WATERFRONT HOTEL – Extension of premises**

Request for an extension of premises with a beer truck and live music for the Annapolis Boat Shows from Thursday October 6, 2016 to Sunday October 16, 2016 from 12:00 noon to 6:00 P.M.

- **FADO IRISH PUB**

Review of management agreement

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN SEPTEMBER = 23**

**City Clerk:** *(Information below reflects activity for the combined months of August and September)*

36 – Fully Executed Contracts/Agreements  
 18 - Special Event Application Reviewed  
 2- Solicitors Applications  
 2- Draft City Council Meeting Minutes  
 1- Draft Board of Supervisors of Elections Meeting Minutes  
 2- Agenda Posting – Board of Supervisors of Elections  
 2- Agenda Posting – City Council Work Session  
 3- Aldermen Requests  
 27 – Citizen Requests

#### **Board of Supervisors of Election:**

2017 City of Annapolis Municipal Election Calendar - Completed  
 2017 Board of Supervisors of Elections Meeting date Calendar – Completed  
 Campaign Fund Report (due 7/1/16) – Analysis from Auditor ready for board review – Agenda 9/8/16  
 Creation of Procedures and Absentee Ballot Application – Boards Agenda 9/13/16  
 Location of Polling Places for 2017 Municipal Election – Status Pending/Work in Progress

#### **Board Approved Candidate to run in 2017 City of Annapolis Municipal Election:**

1. Shaneka Henson, Alderwoman Ward 6 / Board approved 9/8/16

#### **Pending Board Review of Proposed Candidates: (Meeting date 9/13/16)**

1. Gavin Buckley – Office Desired: **MAYOR**
2. Alexis N. Viegas – Office Desired: **Alderwoman Ward 7**

#### **Miscellaneous Review & Issuance:**

2017 City Council Meeting Dates – Approved by City Council 9/26/16  
 2017 City Council Legislation Deadlines/ Election Year Memorandum – Provided to City Council 9/12/16

## **Trainings/Meeting Attendance:**

- Meeting with Anne Arundel County Board of Elections Director
- Southern Maryland Municipal Association (City to host meeting - January 18, 2017)

## **Public Safety Update**

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### **Fire Department**

#### **Monthly News/New Projects**

The Department responded to 898 calls for service this month and a total of 7958 calls for 2016 with the following breakdown:

- EMS - 654 or 75%
- Fire – 152 or 16%
- Service –65 or 7%
- Rescue – 17 or 1%
- Hazmat - 10 or 1%

#### **Notable Incidents – September Highlights**

9/2/16 - Water Rescue (Drowning) - Truxton Park  
9/3/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)  
9/3/16 - Shooting - Brooke Court  
9/3/16 - MVC with multiple injuries - Forest Drive  
9/5/16 - HazMat Incident - Americana Drive  
9/6/16 - Rescue – Child extricated from playground equipment – Merryman Road  
9/10/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)  
9/18/16 - Assist AACo - Suspicious Package - Explosive Services Response  
9/24/16 - Suspicious Package - Conduit/Main Street - Explosive Services Response  
9/27/16 - MVC with Rollover - Forest Drive at Bywater Road  
9/29/16 - Assist AACo - Military Ordinance - Explosive Services Response  
9/29/16 - Water Rescue - Compromise Street / Newman Street

#### **EMS Notable Incidents – Monthly Highlights – Accomplishments**

- Participated in AAMC ER Performance Improvement meeting
- Attended quarterly AAMC ER EMS meeting
- Attended MIEMSS Region III Medical Directors meeting
- Attended MIEMSS Region III Advisory Council meeting
- Assisted Mt. Olive Church with AED set-up
- CPR Classes – 2
- Tactical Medics had 2 responses

## **Fire and Explosives Services Unit – Monthly Highlights – Accomplishments**

- K-9 Responses - 11
- Investigations – 5
- Suspicious Package Responses – 18
- EOD Standby - 2

## **Other Events/Activities**

- The Department responded to 6 City heroin overdoses with one known fatality(s).
- Cardiac Arrest Survival Rate: 5 Cardiac Arrest with 0 patients with ROSC prior to arrival at ER
- EMS Fees Collected YTD – Fiscal YTD \$217,043.89
- EMS Transports: 460
- The EMS Division conducted 2 citizen CPR courses.
- Captain Grimes (EMS Captain) assisted Mt. Olive Church with their new AED set-up.
- Completed 107 new fire safety building inspections and 34 re-inspections (includes inspections conducted by station personnel).
- The Fire Marshal's Staff conducted 14 Fire Permit/Plan Reviews and 22 Building Permit Reviews.
- Our personnel installed 5 smoke detectors and 2 CO alarms and conducted 2 public education events.
- Training hours completed – 1406
- ISO rating – Class 2
- This month's Fire Prevention Message – "Change your clock, change your battery"
- Chief Stokes is still working on the City Radio Upgrade/Replacement Project.
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- The Department is conducting OSHA Infectious Disease Control training.
- The Department is attending semi-annual training with the County at the County Fire Academy. Topic is active shooters.
- The Department failed in its attempt to obtain an ISO Class 1 rating. We missed the rating by 2 points, mainly because Public Works has stopped routine inspection and testing of fire hydrants.
- The crew from the Taylor Ave. Fire Station participated in the annual Travis Manion Foundation 9-11 Run at the USNA Stadium (9/11) and the Murray Hill Association Picnic (9/18) and the City Dock "Cure Search for Children" (9/25).
- Hired four (4) lateral entry firefighters to fill our current six (6) vacant positions.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- The County voted to support the SAFER grant to hire twelve (12) firefighters. We will attempt to recruit local candidates if possible.

## **Financial Activity Report**

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of September the Department used 593.25 hours of overtime at a cost of \$32,405.42 this represents a usage of 7.54% of our total annual budget available for overtime. Our YTD overtime expenditures are \$150,196.14 or 34.93% of our annual OT budget.
- We currently have one (1) person on extended disability leave, two (2) on modified duty and two (2) firefighter vacancies.

## Major Planned Actions

- Continue with Smoke Detector outreach program.
- Conduct AFD Safety Survey.
- Develop Safety Program for Public Housing Residents – part of the Mayor's Initiatives.
- Fall Boat Shows
- Navy Football Games
- Begin the Sprinkler System Committee project in October.
- Our Firefighters will be wearing pink T-Shirts in October in support of breast cancer awareness. All proceeds from the sale of the T-Shirts will be donated to AAMC.
- Begin winter preparations – snow chain checks. etc.
- Recruitment and hiring of twelve (12) new firefighters.
- Fire Prevention Week in October.

## Office of Emergency Management

### Incidents and Events

- September 16<sup>th</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- September 19<sup>th</sup> – Power Outage
  - OEM sent three Emergency Management Alert to inform key officials, employees, and surrounding partners of approximately 400 BGE customers without power in the Silopanna Road and Spa Road area due to a transformer substation failure.
- September 19<sup>th</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- September 28<sup>th</sup> – Flash Flooding and Heavy Rains
  - OEM sent three Emergency Management Alerts to inform key officials, employees, and surrounding partners about threats of heavy rains, flash flooding, and coastal flooding expected to impact the Annapolis area.

### Planning

- OEM is proud to announce the hiring of a new Office Associate IV, Nicole Queen. She begins her duties on October 6<sup>th</sup>.
- On September 23<sup>rd</sup>, OEM submitted the FEMA Project Worksheet detailing final reimbursable expenses from the January snowstorm. The Maryland Emergency Management Agency sent the form to FEMA for final approval. FEMA is expected to approve the Worksheet and provide federal snowstorm disaster funding to Annapolis.
- OEM attended the meeting of the Finance Committee of the City Council on September 6<sup>th</sup>, and the full City Council meeting on September 12<sup>th</sup>.
- OEM staff continues to develop and the Basic Plan and Recovery Support Functions of the City's Recovery Plan.

- OEM Staff attended Navy Football Operations Meetings on September 6<sup>th</sup>. The meeting was in preparation for the UConn game on September 10<sup>th</sup>.
- OEM staff attended a planning meeting on September 7<sup>th</sup> at City Hall for the Fall Boat Shows.
- OEM participated in a monthly meeting of the Weather It Together team at City Hall on September 8<sup>th</sup>, in which ServPro delivered a preparedness presentation and OEM discussed National Preparedness Month activities. The core Weather It Together team also met separately on September 20<sup>th</sup> to plan to host a Webinar for ongoing public outreach efforts.
- OEM participated in a conference call with Anne Arundel County Health Department personnel on September 13<sup>th</sup> to discuss the Zika threat.
- On September 13<sup>th</sup>, OEM staff attended the quarterly Emergency Management Directors meeting in Howard County to discuss updates around the State and future projects the State and Locals will work together to complete.
- On September 13<sup>th</sup>, OEM Staff met with Recreation and Parks Staff to conduct an After Action meeting regarding the Shelter Operations during the Citywide Exercise.
- OEM staff attended the Urban Area Security Initiative (UASI) Grants & Fiscal meeting on September 14<sup>th</sup> in Baltimore City.
- On September 15<sup>th</sup>, OEM Staff attended the Local Emergency Planning Committee meeting at the Anne Arundel County Office of Emergency Management.
- On September 15<sup>th</sup>, OEM Staff attended the Anne Arundel County Health and Medical Committee meeting at the Anne Arundel County Office of Emergency Management.
- OEM attended the September 15<sup>th</sup> meeting of the Snow Committee to review potential changes to the Snow Emergency Route map.
- On September 15<sup>th</sup>, OEM staff attended a course on Unmanned Aerial Systems held at Anne Arundel Community College.
- On September 19<sup>th</sup>, OEM Staff attended a meeting regarding the reporting requirements on SB 370, as well as regulations and enforcement of unmanned aerial systems.
- OEM attended the Urban Area Security Initiative General Meeting on September 20<sup>th</sup> at the Maryland Emergency Management Agency.
- On September 20<sup>th</sup>, OEM staff attended a meeting of Public Information Officers at City Hall discuss procedures and communications practices.
- On September 26<sup>th</sup>, OEM staff took part in a conference call in reference to MOU's for Salt with the State Highway Administration during snow events.
- On September 26<sup>th</sup>, OEM staff had an initial meeting with the Chase Lloyd house to discuss their Emergency Action Plan. Staff discussed the possibilities of things to include in the Emergency Action Plan for the facility, and began the process of creating a personalized plan for the residents, staff and facility in the event of emergencies.
- OEM staff began the process of editing the Annexes for the Emergency Operations Plan (EOP) to hopefully be finished by the end of the calendar year.
- OEM has engaged in discussions with a vendor to complete a grant funded update of the Natural Hazard Mitigation Plan. A contract is expected to be signed in early October.

## **Training/Exercise**

- On September 2<sup>nd</sup>, OEM staff participated in a monthly Baltimore UASI Training and Exercise Committee Meeting via WebEX.
- On September 6<sup>th</sup>, OEM staff met with John Scholz, IMT Manager, to help develop a training drill for the IMT Planning and Logistics Sections.

- On September 15<sup>th</sup>, OEM participated in the Active Shooter Tabletop Exercise that was delivered by the Maryland Emergency Management Agency at the Miller Senate Office Building in Annapolis.
- On September 27<sup>th</sup>, OEM Staff attended the Mid-Atlantic Life Safety Conference.
- On September 28<sup>th</sup>, OEM Staff spoke with Amy Crabill of the Mid-Atlantic Center for Emergency Management regarding what would be beneficial in training courses offered by the Maryland Emergency Management Agency.

## Outreach

- OEM and the Fire Department are coordinating with four elementary schools in Annapolis for the Third Annual Poster Contest. Over 100 5<sup>th</sup> graders are participating in this year's contest, which concludes on October 20<sup>th</sup> with a ceremony at City Hall for the winners, a ride on a fire engine, and honorary titles of Fire Chief and Emergency Manager for the day.
- On September 10<sup>th</sup>, OEM staff participated in the Annual Anne Arundel County Safety Expo held at Marley Station Mall. This event brought together many public safety departments from Anne Arundel County to help citizens understand the importance of preparedness from all aspects.
- On September 14<sup>th</sup>, OEM Staff held a Business Preparedness Presentation at W&P Nautical for local business owners in Eastport.
- On September 14<sup>th</sup>, OEM attended the annual Visit Annapolis & Anne Arundel County (VAAAC) Partnership Meeting.
- On September 28<sup>th</sup>, OEM met with a leader from Anne Arundel County's Volunteer Center to discuss their current initiatives and future plans.
- On September 29<sup>th</sup>, OEM Staff Hosted 12 emergency management professionals from China. OEM provided a presentation and also had conversations about emergency management practices in the City of Annapolis.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,304 as of August 22<sup>nd</sup>, 2016.
- OEM has increased its Twitter followers to 1,173.
- OEM has increased its Facebook 'likes' to 1,800.

## Grants Management

Emergency Management encumbered funds in September for the FY15 Urban Area Security Initiative (UASI). The FY16 State Homeland Security Grant Program (SHSP) has been approved and funds made available for spending. In September, OEM received delivery of grant funded furniture for the Emergency Operations Center (EOC), which will enhance the functions and utility of the EOC and support 24/7 operations. The following grants are expected to be granted final approval for spending in October: FY16 Emergency Management Performance Grant (EMPG); FY16 UASI; and the 2016-17 Hazardous Materials Emergency Preparedness (HMEP) Program.

September 2016	
UASI FY 2015 HazMat Team	\$9,770.40
	\$515.00
	\$474.36

	\$99.95
UASI FY 2015 Bomb Squad	\$1,144.97
UASI FY 2015 Law Enforcement	\$10,190.00
	\$765.50
	\$1,763.72
UASI FY 2015 CCTV	\$394.00
	\$271.50
TOTAL UASI FY 2015	\$25,389.40
<b>TOTAL August Grant Expenditures</b>	<b>\$25,389.40</b>

## Police Department

### Significant Events

#### **Homicide 9/3/16 @ 1629 hours 814 Brooke Ct.**

Victim: Davon Jones, b/m/25  
 Suspect: Demari Kareem Crowdy, b/m/18 (ARRESTED)  
 Suspect: Brandon Demon Johnson, b/m/22 (ARRESTED)  
 Synopsis: The victim was shot while sitting in his vehicle.

#### **Homicide 9/26/16 @ 1518 hours Unit blk. Pleasant St.**

Victim: Walter Bryan Jr., b/m/46  
 Suspect: Antwan Roudalph Brown, b/m/22 (ARRESTED)  
 Synopsis: The suspect shot the victim following a verbal argument

#### **Home Invasion 9/10/16 @ 0940 hours Unit Chester Ave.**

Suspect: Michael Mitchell, b/m/37 (ARRESTED)  
 Synopsis: The suspect entered the home while the victim was away. Upon her return she was tied up. The suspect fled on a bike. The suspect was identified and a warrant was issued. He was located in Henderson N.C.

### Auxiliary Police:

The Auxiliary Unit printed a total of 29 subjects for the month.  
 Fingerprinting income collected for the month of September 2016 was \$1,063.00  
*Total income collected year-to-date is \$7,334.00.*

## **Speed Camera Approvals**

9/1/16- Speed camera approvals (19 approvals, 2 rejections)  
9/7/16- Speed camera approvals (76 approvals, 22 rejections)  
9/8/16- Speed camera approvals (9 approvals, 5 rejections)  
9/9/16- Speed camera approvals (23 approvals, 4 rejections)  
9/14/16- Speed camera approvals (71 approvals, 11 rejections)  
9/15/16- Speed camera approvals (14 approvals, 1 rejection)  
9/23/16- Speed camera approvals (77 approvals, 8 rejections)

## **Reported Hate Crimes:**

**There were no incidents reported for the month of September 2016.**

## **Community Service Section attended the following meetings in September:**

- CSAFE/ HEAT Team meeting (1)
- P&P Visits (1)
- UASI PIO Meeting
- Community Action Agency Board Meeting
- AACPS International Parent and Community Advisory Board – Board of Education
- Newtowne Drive Communities Meeting
- Uptown at Murray Hill Community Meeting
- Winter Relief Meeting
- City of Annapolis PIO Meeting
- AAMC Security Meeting
- ASAP Coalition Meeting (Annapolis Substance Abuse Prevention)

## **Community Service Section participated in the following events:**

- Most Wanted Taping
- Bates MS Back to School Night
- Annapolis Elementary Internet Safety Training
- WORA Annual Picnic
- Murray Hill Annual Picnic
- Ice Cream Social for Explorers and Auxiliary Officers
- Lateral Officer Applicant Oral Interviews
- Kunta Kinte Festival
- Senior Fraud Awareness Presentation at Baywoods of Annapolis
- 9/11 Heroes Run – booth set up
- Character Counts at Georgetown East Elementary
- Homework Club OT started

## **Explorers POST 199:**

The Annapolis Police Explorers had 3 meetings in September. Officer Thiel has been detailed to patrol, but has continued to cover the Explorer meetings. They are planning on volunteering at concessions at the Boat Show to receive a \$500 donation from the Optimist Club. There are 12 Explorers in program currently.

## **ALERT Grant:**

No one has been in this position since Ms. Hartlove left. We are waiting on a contract for a replacement to be hired.

<b>C-Safe</b>	<b>Total</b>		<b>Victim Services</b>	<b>Total</b>
Parole & Probation home visits	14		Burglary reports	18
DJS home visits	0		Victim's contacted	0
DJS school visits	0		Residential Survey	0
HEAT meetings	1		Commercial Survey	0
Officer School Visits	0		Neighborhood Safety Training	0
<b>Hispanic Liaison</b>	<b>Total</b>		Community requests	0
Translator Contacts	18		McGruff Appearances	0
Victim Contacts	12		<b>Watch Your Car</b>	<b>Total</b>
Total Contacts	32		Auto Theft reports	2
Court Hours	3		Theft from Auto reports	15
School Visits	19		Vehicles Registered	0
<b>Officer Activity</b>	<b>Total</b>		Scooters Registered	0
Calls for Service	3		TFA Initiative Letters Sent	0
Reports	1		<b>J.O.I.N.S.</b>	<b>Total</b>
Foot Patrol Hours	0		Juveniles currently in JOINS	
Business Checks	4		Unsupervised juveniles	
Bank Checks	1		90 day supervision juveniles	
Traffic Stops	0		Home visits	
Traffic Citations	0		School visits	
Traffic Warning	0		Juveniles arrested	
FIR	0		Juveniles that didn't qualify	
Warrant Attempts	0		Juveniles that qualified	
Emergency Evaluation	0		J.O.I.N.S. Hearings	
CDS Arrests	0		Closed J.O.I.N.S. cases	
Warrant Arrests	0		<b>Explorers</b>	<b>Total</b>

On View Arrests	0		Current Explorers	
Traffic Arrests	0		Interested Explorers	
Summons	0		Explorer Post Training days	3
Juvenile Citations	0		Community Events Attended	0
Total Arrests	0		Officer School Visits	0

**Notes:**

**Details:** Officer Thiel and Officer Smikle were detailed to patrol for the entire month of September.

**Special Events**

Date	Event / Meeting	Location	# Officers	Costs
09-01	Navy March Meeting	City Hall	Gibbs	
09-02	Chambers Park Music	Chambers Park	Spl. Attn	
09-02	Music Festival	City Dock	Spl. Attn	
09-03	Navy vs Fordham Football	NAAA Stadium	30 Officers	\$12,981.07
09-04	Elk's Parade	West St	14 Officers	\$2,284.20
09-04	1 <sup>st</sup> Sunday	1 <sup>st</sup> Blk West St	Spl. Attn	
09-06	Navy Football Meeting	NAAA Stadium	Gibbs	
09-07	Dining Under the Stars	1 <sup>st</sup> Blk West St	Spl. Attn	
09-07	Boat Show Meeting	City Hall	Gibbs	
09-10	Navy vs UConn Football	NAAA Stadium	34 Officers	\$13,980.42
09-11	Hero's Run	NAAA Stadium	2 Officers	\$244.63
09-14	Across the Bay Meeting	Bay Bridge	Gibbs	
09-14	Dining Under the Stars	1 <sup>st</sup> Blk West St	Spl Attn	
09-16	Chambers Park Music	Chambers Park	Spl. Attn	
09-17	Fleet St Blk Party	Fleet St	Spl. Attn	
09-17	Boatyard Beach Bash	723 2 <sup>nd</sup> St	Spl. Attn	
09-17	Beer & Music Fest	NAAA Stadium	Spl. Attn	

09-17	America's Cup	City Dock	Spl. Attn	
09-17	HH/EPT Unity Day	Madison St	2 P/O	
09-18	Md Ave Fest	Md Ave	Spl. Attn	
09-24	Moe Wedding Reception	Chambers Park	Spl. Attn	
09-24	Kunta Kinte Fest	City Dock	Spl. Attn	
09-24	Fringe Fest	1 <sup>st</sup> Blk West St	Spl. Attn	
09-24	Out of the Darkness Walk	Downtown	Spl. Attn	
09-25	Curesearch Walk	NAAA Stadium	Spl. Attn	
09-25	Recovery Walk	NAAA Stadium	Spl. Attn	
09-25	40 Days Walk	West St	Spl. Attn	
09-28	40 Days Protest til 11/06	923 West St	Spl. Attn	
<b>Total</b>				<b>\$ 29,490.32</b>

## Overdoses

Incidents		Post		Race / Gender		Age		Resident Status		Narcan	
<b>Heroin</b>	55	11	5	White Male	34	Under 16		Annapolis City	59	Fire	31
<b>Unk. Opiate</b>	1	12	14	A.A. Male	28	17 – 19	1	A.A. County	20	Police	8
<b>Xanax</b>		13	13	White Female	19	20 – 25	21	Queen Anne Co	3	Family	2
<b>Percocet</b>	2	14	13	A.A. Female	11	26 – 30	20	PG County	2	Other	
<b>Unknown</b>	2	15	22			31 – 35	12	Charles County	1	No/ Unk	51
<b>PCP</b>	31	16	25			36 – 40	18	Howard County	1		
<b>Sleeping Aid</b>	1					41 – 45	8				
<b>GHB</b>						Over 45	12	Out of State	5		

<b>Fatal</b>	8							Homeless	1		
<b>TOTAL</b>	<b>92</b>		<b>92</b>		<b>92</b>		<b>92</b>		<b>92</b>		<b>92</b>

## Building Activity

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- Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081) Permit issued 3/18/16 to replace roof. No inspections to date.
- Annapolis Police Department (199 Taylor Avenue – BLD16-0353) Permit issued 9/1/16 for changes to indoor firing range.
- Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406) Permit issued 7/31/2015 for alterations and repairs. No inspections since January 2016. Still waiting on U.L. certification of equipment.
- Annapolis Yacht Club (2 Compromise St #BLD15-0840) Permit issued 1/8/16 to stabilize building due to fire damage.
- Annapolis Yacht Club (2 Compromise St #DEM15-0043) Permit issued 1/8/16 demolish fire damage. Fire damage demo complete. This permit being kept open until building permit is issued.
- Annapolis Yacht Club (12 Dock Street – #BLD16-0026) Replace kitchen equipment - Permit issued 4/20/2016. Dumpster has been removed, passed progress inspection 9/12/16.
- Annapolis Yacht Club (2 Compromise Street-DEM16-0032) Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment.
- Bywater Park (800 Bywater Road – #GRD15-0053) Permit issued 8/18/16 for Stream Restoration project.
- Chart House Restaurant (300 Second Street #BLD14-0311) Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. Job is progressing.
- Chart House Restaurant (300 Second Street #BLD14-0312) Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list. Site inspected 10/05/16, found further plumbing work needed under the building.
- Chick-Fil-A (2025 Somerville Road #GRD15-0037) Grading permit issued 2/23/16 for new Chick-Fil-A restaurant.

- Chick-Fil-A (2025 Somerville Road #BLD15-0486) Permit issued 2/23/16 for new Chick Fil-A Restaurant. Job is progressing. Building final passed 9/21/16.
- Chipotle – (36 Market Space–#BLD15-0515) Permit issued 7/11/16 for new restaurant.
- City Hall (160 Duke of Gloucester Street – BLD13-0621) Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing.
- City Hall (160 Duke of Gloucester Street – BLD16-0188) Permit issued 5/24/16 to replace HVAC and ductwork.
- Corner Bakery Café (2140 Forest Dr #BLD15-0772) Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. The plumbing inspector reported the general contractor has abandoned the project.
- Criswell Audi (1833 West Street #GRD15-0011) Permit issued 10/2/15 for grading for new commercial building. Job is continuing to progress.
- Criswell Audi (1833 West Street #BLD15-0204) Permit issued 10/2/15 for new commercial building. Job finalized 8/19/16.
- Eastport Elementary School (420 Fifth Street #GRD15-0015) Grading permit issued 9/3/15 for addition.
- Eastport Elementary School (420 Fifth Street #BLD15-0196) Permit issued 9/3/15 for Kindergarten addition. Job finalized 8/17/16.
- Eastport Fire Dept. (914 Bay Ridge Avenue-BLD16-0294) Permit issued 7/1/2016 for interior alterations to meeting room, etc.
- Elevate Life Wellness Center (1730 West Street, #104/105-BLD16-0359) Permit issued 7/29/16 for tenant fit-out. Ceiling close in passed 10/6/16
- Evelyn's Place (24 Annapolis Street – #BLD15-0441) Permit issued 5/24/16 for tenant fit-out for new restaurant. No work started to date.
- Georgetown East Elementary School (111 Dogwood Road #GRD15-0031) Grading permit issued 9/11/15 for addition.
- Georgetown East Elementary School (111 Dogwood Road #BLD14-0783) Permit issued 9/11/15 for Kindergarten addition. Job finalized 8/17/16.
- Georgetown East Elementary School (111 Dogwood Road #BLD15-0602) Permit issued 12/02/15 for renovations to Administrative Offices. Job finalized 8/17/16.
- Kagan Law Group (238 West Street– #BLD16-0316) Permit issued 8/2/2016 for tenant fit-out. Revisions to front façade approved.

- Lighthouse Bistro (202 West St #BLD15-0215) Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Ceiling close in passed 9/19/16.
- Lupita's Restaurant (1313 Forest Drive – #BLD15-0768) Permit issued 6/13/2016 to expand restaurant .
- Mary E. Moss Academy (245 Clay Street – #BLD16-0381) Permit issued 8/31/2016 for minor renovations. Footing inspection passed 9/22/16.
- Mi Lindo Cancun (2134 Forest Drive–BLD16-0193) Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Framing inspection passed 9/1/16.
- Mission Barbecue (142 Dock Street #BLD15-0816) Passed final inspection and received U&O.
- New Leaf Massage (56 Maryland Avenue – BLD16-0310) Permit issued 7/7/16 for tenant fit-out. Partial framing inspection passed 8/2/16
- Osteria (177 Main Street #BLD12-0932) Grease interceptor has been installed and contractors replacing the sidewalk.
- Rocky Gorge (Aris T. Allen Blvd #GRD14-0006) Grading permit issued for new development. Progress inspection 12/31/15 failed. Site needs to be stabilized.
- Rocky Gorge (Aris T. Allen Blvd #BLD14-0252) Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- Sailor Oyster Bar (196 West Street #BLD15-0744) – Permit issued 01/13/16 for new restaurant. Job finalized 8/10/16. U&O issued.
- Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078) Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- Stanton Center (92 W. Washington Street – #BLD15-0527) Permit issued 8/31/2016 for minor interior work.
- TenTen Ramen (137 Prince George Street – BLD16-0303) Permit issued 7/20/16 for new restaurant. U&O issued 9/30/16.
- The Children's Guild (2000 Capital Drive #DEM15-0042) Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- 3 Sisters Boutique (170 Main Street – BLD16-0272) Permit issued 7/1/16 for tenant fit-out . Framing and insulation inspections passed 8/18/16.
- Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al) Job progressing. Some permits finalized. Some townhouses are under construction. Quite a few have been finalized. Job is progressing.

- Watergate Village Apartments (700 Americana Drive #BLD15-0485) – Entire building repairs due to fire damage. Permit issued 4/29/2016. Passed a partial framing inspection 9/9/16 work is progressing.
- West Annapolis Elementary School (210 Annapolis Street #GRD14-0016) Permit issued 12/12/14 for grading for addition. Permit finalized 8/9/16.
- Wings of Fancy Day Spa (93 Main Street – BLD16-0288) Permit issued 7/21/16 for tenant fit-out. Framing inspection passed 10/4/16.
- Flamant (17 Annapolis Street – BLD16-0243) Permit issued for tenant fit-out for new restaurant 9/26/2016.
- 400 & 406 Chesapeake Ave (#DEM15-0028) Permit issued 3/18/16. Permit finalized 8/29/16.
- 400 & 406 Chesapeake Ave (#GRD15-0042) Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspections being done.
- 400 & 406 Chesapeake Ave (#BLD15-0557) Permit issued 3/18/16 for new building. Job is progressing.
- 508 Chinquapin Round Road (#DEM16-0018) Permit issued 8/1/16 to demolish building (Formerly Pit Boys site). Final inspection passed 9/16/16.
- 110 Compromise Street (Old Fawcett's Building- #DEM16-0028) Permit issued for interior demolition.
- 110 Compromise Street (Formerly Fawcett's - #BLD16-0289) Permit issued 8/30/16 for renovation and addition. No tenant yet.
- 122 Main Street (GRD15-0035) Grading for new commercial building – Permit issued 2/12/2016.
- 122 Main Street (BLD15-0395) Permit issued 2/12/16 for new commercial building. Inspections are progressing.
- 1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007) Permit issued 3/18/16 to demolish existing building.
- 1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023) Grading permit issued 3/18/16 to remove unusable fill. Progress inspections being done.
- 15 West Street (#BLD15-0584) Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Shaft wall inspection passed 6/6/16.
- 1801 West Street, #104 (#BLD15-0608) Permit issued 11/10/15 for alterations for new auto repair shop. Job is progressing.
- 505 Oaklawn Avenue (#GRD13-0019) Permit issued for 3/13/14 for grading associated with subdivision. Permit finalized 8/4/16.

- Various locations throughout the City (#BLD15-0632) Permit issued 10/9/15 to install 11 bus shelters.

## Planning Activity

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### Comprehensive Planning

- September: PALS program began at University of Maryland
- September: Coordinated Working Waterfronts materials and preparation November summit
- September: Reviewed draft of Upper West Street Sector Study
- September: Reviewed Eastport Traffic Study
- September 21: Scoping meeting for St. Mary's traffic impact study

### Current Planning

#### Monthly News/New Projects:

- Site Design Plan Review (SDP2016-0052) for the City of Annapolis, for a Critical Area Consistency Report for the removal of vegetation, located at street end of Shipwright St.,
- Site Design Plan Review (SDP2016-054) for Laurie Rokke, for an addition to an existing single-family dwelling with new driveway & walkway within the 100 ft. Critical Area Buffer, located at 311 Monterey Ave.,
- Administrative Adjustment (ADJ2016-014) for Joseph Wood, for a one-story (2) car garage addition replacing existing (2) car garage, located at 220 Norwood Rd.,
- Site Design Plan Review (SDP2016-055) for Janice Simmons, for demolition of existing shed and concrete patio and construction of a new accessory structure, located at 310 Chester Ave.,
- Subdivision (SUB2016-010) for Anne Arundel County, for plat of consolidation, located at 1401 & 1420 West St.,
- Zoning Certificate (ZC2016-016) for Wayne Fowler, to remove and replace an existing concrete patio within the Critical Area, located at 202 Glen Ave.,
- Zoning Certificate (ZC2016-017) for Laura Rice, to replace an existing gravel driveway with a paved driveway within the Critical Area, located at 17 Franklin St.,
- Zoning Certificate (ZC2016-020) for Susan Noyce, to install a new garden shed, located at 216 Lockwood Rd.,
- Site Design Plan Review (SDP2016-056) for the City of Annapolis, for the construction of four new buildings, two of which are storage facilities and two are administration and maintenance operations, with new roadway, parking, stormwater management and native planting Critical Area buffer establishment, located at 935 Spa Rd.,
- Subdivision (SUB2016-012) for Thomas Suit, to reconfigure 3 existing lots into 2 lots, located at 314 Taylor Ave.,
- Variance (VAR2016-019) for Melvin Alexande Cruz, to reduce the established front yard setback from 30'-4" to 21'-6" to construct and enclosed front porch, located at 126 Janwall St.,
- Port Wardens (PORT2016-019, PORT2016-020 & PORT2016-021) for WFC Flagship LLC, for dredging and new piers, located at 156, 158 & 160 Acton Rd.,

- Port Wardens (PORT2016-016) for Stephen Ulmer, to mechanically dredge the marina basin to elevation -5 (all work to be done by water), located at 938 King James Landing Rd.,
- Port Wardens (PORT2016-017) for Thomas Baum, to construct new 3' x 20' finger pier attached to existing pier, add two mooring piles, add a 2,800 lb boat lift and redeck existing walk to the pier, located at 212 Spaview Ave.,
- Port Wardens (PORT2016-018) for John Strangfeld, to mechanically dredge 44 cy to a depth of -4.5, 17 Eastern Ave.,
- Site Design Plan Review (SDP2016-050) for Laurence Kaufmann, to construct a portico roof over an existing porch stoop, located at 417 Second St.,
- Site Design Plan Review (SDP2016-053) for Kenneth Riffle, for proposed two and half story rear addition and renovations to the existing single-family dwelling, located at 428 First St.,
- Special Exception (SE2016-008) for Quy Nguyen, for Quintanilla Corp. t/a Lupita's Restaurant to expand the existing restaurant into an adjacent retail space, within the same building. Application includes live entertainment area, addition of 9 seat full service bar and extended hours of operation until 2:00 a.m., located at 1313 Forest Dr.,
- Subdivision (SUB2016-011) for MRE Annapolis LLC, to consolidate Parcels 107 & 108, Tax Map 451, Grid 16 into one lot of record—107R., located at 706 Giddings Ave.,
- Variance (VAR2016-018) for Douglas Goodall, for a rear addition (not to exceed the current rear kitchen wall location) and a front porch addition, with side porch addition, located at 1102 Van Buren Dr.,
- Zoning Certificate (ZC2016-019) for Robert Chance, to widen the existing driveway, located at 300 Adams St.,
- Planned Development (PD2016-002) for Eastport Plaza LLC, for a Special Mixed Use Planned Development to redevelop approximately 2 acres of the Eastport Shopping Center (6.75 acres). The project to be known as "The Lofts at Eastport Landing" consists of 127 rental apartment units with approximately 12,000 sq.ft. of retail, office and restaurant space on the ground floor. Parking to serve the project is located on the interior of the ground floor and below grade, located at 916 Chester Ave.,
- Forest Stand Delineation (FSD2016-003) for Eastport Plaza LLC, for forest stand delineation for those areas outside of the critical area, to support the proposed redevelopment of the Eastport Shopping Center, located at 916 Chester Ave.,
- Subdivision (SUB2016-013) for Capital Investment, for the subdivision of Parcel 1183 into two lots as an Administrative Exemption (single ownership, no public right-of-way created, only one new lot), located at 226 Pindell Ave.,

### **Major Planned Actions:**

- Planning Commission, October 6, 2016: Meeting Cancelled
- Board of Appeals, October 4, 2016:

#### **Public Hearings and Deliberations:**

1. VAR2016-016 – Variance Application by WFC Flagship, LLC, for reductions in the front yard setback from 25 ft. to 11.3 ft. and in the rear yard setback from 30 ft. to 12.5 ft for the expansion of a one-story single-family dwelling on property located at 307 President Place,

2. VAR2016-017 – Variance Application by Gordon Family Real Estate Enterprise, LLC c/o Nancy Gordon, to the City's Critical Area Program for disturbance of steep slopes to construct a new single-family dwelling, accessory structure and driveway, located at Lot B Porter Drive

## **Community Development**

### **Community Development Block Grant**

Submitted the CDBG HUD Consolidated Annual Performance and Evaluation Report (CAPER). This document reports the City of Annapolis' success in meeting the housing and community development goals and objectives contained in its Five-year Consolidated Housing and Community Development Plan and FY 2016 Annual Action Plan.

Central Services selected vendor for the Stanton Center Floor Project, now working on the contract.

Submitted Section 3 report

### **Homeless**

Attended the Homeless Coalition Board Meeting to discuss how the coalition can better coordinate with churches and the faith based community which provide services to the homeless. The coalition plans to invite the "Coalition of Benevolence" to it next Homeless Partnership meeting to discuss ways the groups can coordinate service.

Distributed information regarding the Cold Weather Plan for the homeless for this winter.

### **MPDU Program**

Worked with Office of Law and Alderman Littmann on legislation to expand the pool of potential participants for the MPDU Program to include disabled Anne Arundel County residents.

### **HACA**

Worked with Morris Blum property manager to finalize the list of items needed to carry out the "Team Depot" project for Morris Blum community room and lobby.

Attended HACA Commissioners meeting.

### **Miscellaneous**

Finalized work repairing Old Fourth Ward Kiosk. Ordered new panels which will be installed in October.

Researched and provide information on the "Boston Heights" now Admiral Oak's project.

Updated rental housing inventory of projects with 20 or more units. Found 42% of city's multifamily rental inventory is subsidized or has lower than market rate rents.

Submitted Rental Allowance application for approximately \$25,000. The Community Action Agency will now receive these funds directly from Maryland DHCD.

## Historic Preservation

Administrative approvals issued - 25

Total estimated costs of approved applications - \$288,924.30

Private - \$288,924.30

Public - \$0

Public Hearing approvals issue - 6

Total estimated costs of approved applications - \$691,424.00

Private - \$91,424.00

Public - \$600,000.00

Account Name	Allocated	Expended	Current Balance
Heritage Commission	\$5,000.00	\$234.00	\$4,766.00
Annapolis Lndmrk. 50 <sup>th</sup> Anniv.	\$35,000.00	27,044.88	\$7,955.12
HPC Consultants	\$15,000.00	\$8,000.00	\$7,000.00
Cultural Landscape Survey	\$100,000.00	\$69,724.72	\$30,275.28

## Economic Development

- Provided start-up, retention and growth support services for 29 businesses and nonprofits to: connect them with potential loans/investors and no-cost consulting; locate space; resolve permitting, signage and loading issues; develop workforce; and conduct ribbon-cuttings
- Completed development of a centralized, robust, easy-to-navigate, user-friendly, attractive and professional website for internal and external economic development support and marketing, as well as provide a means to obtain feedback from the business community
- Researched, developed and delivered a new business opportunity and branding concept workshop to the Design District to attract, retain and grow its businesses
- Participated in 54 meetings and events with city departments and business support organizations to:
  - Prepare tour route and talking points for upcoming City Bond Rating Agency Tours
  - Attend State Highway Administration/MD Office of Tourism workshop to better understand how the City can benefit from the State's tourism marketing efforts
  - Attend the MD Economic Development Association fall conference: Global Maryland/International Business Resources
  - Attend a Non Profit Leadership Workshop to better assist the City's nonprofits in building capacity
  - Address policies to mitigate vagrants, homeless and street entertainers
  - Shape new parking, loading zone and park-and-shop voucher program policies

- Align business development, events and marketing strategies with AAEDC, AAACCC, Downtown Annapolis Partnership, Annapolis Arts District, Design District and StartUp America
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) five studies/initiatives underway, each of which has economic development impacts
  - PAL Citywide Economic/Land Use Inventory/Analysis
  - BEACON Market Assessment Study re: Crystal Spring
  - Working Waterfronts Awareness Program (Maritime-Industry Marketing)
  - Historic and Cultural Heritage Assessment/Sea Level Rise (SLR) & Economics of Hazard Mitigation
  - PAL Comprehensive Maritime Economic & Zoning Study

## Recreation and Parks

### Recreation

- Start of Adult Athletic Leagues: Kickball, Volleyball and various athletic field rentals for soccer and lacrosse.
- Registration for Youth Basketball have begun and will run through November.
- Personal Training 72 hours/Fitness classes 1,305 participants.
- Start of Youth Classes in Baseball, Boxing, Fencing, Tennis, Soccer, Ballet.
- Dog Days of Summer was held at Truxtun Pool on September 7 closing out the summer pool season.
- Mighty Milers program has begun at Annapolis Area Elementary Schools. The program is partially funded by a grant for the Baltimore Ravens "Play 60" Program.
- Jen Jennings, Fitness and Aquatics Supervisor is enrolled and attending the Maryland Recreation and Parks Association Leadership School.
- Launched the "Every Body Fitness" Program to provide fitness training to individuals with physical handicaps.
- There has been a dramatic increase in the drop-in Pickle ball Program. The program has over 120 registered participants

### Parks

- The DNR Grant funded renovation of Davis Park in Eastport has been completed. The asphalt surface was removed and grass was planted. Flower beds were created and planted, a new walkway and center sitting area were created and the decking on the pier was replaced. Two of the benches were paid for through the memorial bench program.
- An agreement has been approved and signed by the Anne Arundel School Board and the City of Annapolis for use and maintenance of Turner Park in Eastport. The next step is to do community outreach on the replacement playground equipment to be ordered for this park. The playground equipment is funded through a DNR Grant.
- Planning is under way for a Nature Play Area at Lookout Point in Truxtun Park. A group of volunteers are planning to construct the Natural Play Area.
- Fall GreenScape - Bulb pickup is Oct. 17-21 and "Make A Difference Day" is Oct. 22.

- Memorial Tree Program- Two memorial trees will be planted. One was planted along the NAAA trail and the other was planted at Amos Garrett Park.
- Staff is working with the City Arborist to have two dead trees removed at Amos Garrett Park.
- Post Office Park- The Eastport Civic Association approved the plans created for the park. The ECA will request funding for the renovations at their next monthly meeting.
- Pip Moyer Recreation Center repairs during September included:
  - Fixed the partition separating the meeting rooms.
  - Painted the large gymnasium area and the Auxiliary Gym.
  - Painted entrance area
  - The exterior windows were cleaned around the building.

## Harbormaster

- Approved for a DNR Waterway Infrastructure Improvement Grant for improvements to the piers at City Dock.
- Approved for the FY2017 DNR Abandoned Boat and Debris Grant to pay for removal and disposal of any abandoned boats on City Waterways.
- Interviews were conducted for the Harbormaster position. Expect to select a new Harbormaster in October.
- Prepared for the Fall Boat Show through a variety of meetings with the Boat Show Operators and City Departments.

## Transportation

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### Activity Report

#### Transit Operations

#### Monthly Ridership and Revenue by Route

Table 1 September 2016 Unlinked Passenger Trips

Route	September 2016	September 2015	% Change
Red	4,941	5,650	-12.55%
Yellow	2,640	2,597	1.66%
Green	6,836	8,017	-14.73%
Orange	1,806	1,874	-3.63%
Gold	2,252	2,941	-23.43%
Brown	6,350	7,109	-10.68%
Purple	2,747	3,224	-14.80%
Circulator	3,741	4,194	-10.80%
State Shuttle	2,629	4,277	-38.53%
Paratransit	546	513	6.43%
<b>Total</b>	<b>34,488</b>	<b>40,396</b>	<b>-14.63%</b>

Table 2 September 2016 Farebox Revenue

Route	September 2016	September 2015	% Change
Red	\$7,557	\$7,820	-3.36%
Yellow	\$1,672	\$1,747	-4.29%
Green	\$9,772	\$11,138	-12.26%
Orange	\$2,437	\$2,701	-9.77%
Gold	\$2,946	\$3,412	-13.66%
Brown	\$9,702	\$9,823	-1.23%
Purple	\$2,710	\$2,608	3.91%
Circulator	\$1,987	\$3,616	-45.04%
State Shuttle**	\$649	\$660	-1.67%
Paratransit	\$562	\$877	-35.92%
<b>Total</b>	<b>\$39,994</b>	<b>\$44,402</b>	<b>-9.93%</b>

\*\*Excludes fares from State employees

### Service Hours and Service Miles

Total Service Hours in September 2016: 4,853.5 hours

Total Service Miles in September 2016 (exclude Circulator): 46,481 miles

### On-Time Performance in September

Annapolis Department of Transportation defines on-time as the percentage of trips departing from all scheduled time points between 0 and 5 min after their scheduled departure time. On-time performance may be affected by factors beyond the control of the transit agency, such as traffic congestion, accidents, weather, etc. The on-time performance for both fixed route and ADA paratransit services in September 2016 is as follows:

Fixed Route: 79% (based on 71 observations)

ADA Paratransit: 98%

### Parking

Table 3 Parking Garages – Vehicles Parked and Revenue, September 2016

Garage/Lot	Vehicles Parked	Revenue
Gotts	17,610	\$152,162.00
Hillman	22,816	\$203,650.00
Knighton	5,690	\$35,909.00
Park Place**	8,505	\$108,346.02
South Street Lot	1,339	\$13,387.00
Larkin Street Lot	57	\$11,250.00
<b>Total</b>	<b>56,017</b>	<b>\$524,704.02</b>

Table 4. On-Street Parking, September 2016

Meter Revenue	\$144,715.76
Parking Violation Revenue	\$35,575.00

**Overtime and Leave (sick, vacation personal) Hours**

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period August 25, 2016 through September 21, 2016.

Table 5 Summary of Overtime and Leave Hours – August 25 – September 21, 2016

<b>Division</b>	<b>Overtime</b>	<b>Leave (sick, vacation and personal, etc)</b>
Parking Enforcement Officers & Parking Meter Technicians	4 hours	61 hours
Transit Vehicle Operations – Bus Operators only	173 hours	849 hours
Transit Supervision	59.25 hours	8 hours
Vehicle Maintenance	11.5 hours	96 hours